



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



President – Bill Mayer • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Bryon Gutow

**NOTICE OF THE REGULAR MEETING
OF THE COMMUNICATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, November 6, 2019
STANDING COMMUNICATIONS COMMITTEE REGULAR MEETING
3:30 P.M. – 4:30 P.M.
Community Center
1601 Discovery Bay Boulevard, Discovery Bay, California
Website address: www.todb.ca.gov**

Communications Committee Board Members

Chair Bill Pease

Vice-Chair Bryon Gutow

A. ROLL CALL

1. Call business meeting to order 3:30 p.m.
2. Roll Call.

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

During Public Comments, the public may address the Committee on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Committee for consideration by filling out a comment form. The public will be called to comment in the order the comment forms are received. Any person wishing to speak will have 3 minutes to make their comment. There will be no dialog between the Committee and the commenter as the law strictly limits the ability of Committee members to discuss matters not on the agenda. We ask that you refrain from personal attacks during comment, and that you address all comments to the Committee only. Any clarifying questions from the Committee must go through the Chair. Comments from the public do not necessarily reflect the view point of the Committee members.

C. DRAFT MINUTES TO BE APPROVED

1. September 4, 2019 Communications Committee DRAFT meeting minutes.

D. DISCUSSION ITEMS

1. Discussion Regarding Google Analytics Update.
2. Discussion Regarding the Cancellation of the January 1, 2020 Communications Committee Meeting.

E. FUTURE DISCUSSION/AGENDA ITEMS

F. ADJOURNMENT

1. Adjourn to the next Standing Communications Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925) 634-1131, during regular business hours, at least forty-eight hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Gold-Level of Governance



President – Bill Mayer • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Bryon Gutow

MINUTES OF THE REGULAR MEETING OF THE COMMUNICATIONS COMMITTEE OF THE TOWN OF DISCOVERY BAY

Wednesday, September 4, 2019

STANDING COMMUNICATIONS COMMITTEE REGULAR MEETING

3:30 P.M. – 4:30 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

Communications Committee Board Members

Chair Bill Pease

Vice-Chair Bryon Gutow

A. ROLL CALL

1. Call business meeting to order 3:30 p.m. – By Chair Pease.
2. Roll Call – All Present.

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

None.

C. DRAFT MINUTES TO BE APPROVED

1. May 1, 2019 Communications Committee DRAFT Special meeting minutes – Approved.

D. DISCUSSION ITEMS

1. Discussion Regarding Electronic Message Board Policy.

General Manager Davies – Provided an update regarding the approval of the Electronic Message Board Policy, requirements for use, message board is operational and uploading creative messages. There was discussion regarding the requirements for the application fee of \$50.00 (cost recovery and staff involvement for processing request), other events posted on the message board, and that the application fee is reasonable. The discussion continued regarding training for the message board for creative messaging.

General Manager Davies – Stated that staff will look into the training and videos related to streamlining the process of uploading messages to the message board. The discussion continued regarding staff training for the message board.

Public Comment Regarding:

- Blood Drive request, fee waiver and current messages on the Message Board.

E. FUTURE DISCUSSION/AGENDA ITEMS

None.

F. ADJOURNMENT

1. The meeting adjourned at 3:41 p.m. to the next Standing Communications Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 09-05-19

<http://www.todb.ca.gov/agendas-minutes>